

MEMORANDUM FOR: All Personnel Officers

1. Two copies of a Notification of Exempt/Non-Exempt Status under provisions of the Fair Labor Standards Act are included herewith for all employees in your component.
2. One copy should be given to each employee in Headquarters and in States and Territories; the second copy should be given to the employee's supervisor.
3. The component Personnel Officer should hold all Notification forms for employees in foreign areas until they return on TDY or PCS, at which time the employee should be given his copy. If the employee's Notification form indicates he is Non-Exempt, this designation is effective on the date he reports for duty in Headquarters.
4. Future changes in designation will be provided you in two copies and should be handled in the same manner.
5. For your information, one copy of the Notification will go in each employee's Official Personnel File.
6. Any questions should be referred to Chief, Position Management and Compensation Division, extension

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Chief

Position Management & Compensation Division

*Office of Personnel*

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